

# ISLINGTON & SHOREDITCH HOUSING ASSOCIATION

## JOB DESCRIPTION

<b>TITLE OF POST</b>	<b>GAS TEAM MANAGER</b>
<b>SECTION/DEPARTMENT</b>	Operations
<b>TO WHOM IMMEDIATELY RESPONSIBLE</b>	Operations Director
<b>FOR WHOM IMMEDIATELY RESPONSIBLE</b>	Gas Engineers x 3, Gas Administrator
<b>JOB PURPOSE</b>	<p>To install and repair gas boilers in ISHA properties</p> <p>To install and repair gas boilers in shared owner and private residences as directed.</p> <p>To provide technical support and leadership to gas engineers making sure that they provide a customer focused service.</p> <p>Ensure all servicing, testing and installation of Gas appliances and central heating systems are compliant with current regulations and carried out on an annual basis.</p> <p>To work with the team to improve technical skills and knowledge making sure we provide the best solution.</p> <p>To ensure that the maintenance standards are achieved within the agreed response times and in accordance with the association's policies.</p> <p>To contribute to technical specifications and design briefs for new developments as required.</p> <p>To attend sheltered housing sites on a 24/7 callout basis.</p>
<b>SALARY</b>	Salary scale 50-54 (£47,283-£51,045) In addition a company van will be provided. The post holder must provide own tools.
<b>ANNUAL LEAVE</b>	29 days p.a. rising to 31 days after 5 years' service. The office is normally closed between Christmas and New Year and staff will need to use their annual leave to cover the working days during that period.
<b>HOURS OF WORK</b>	<i>37.5 hours. Hours to be worked between 8 am and 7 pm Mondays to Fridays. Flexitime will apply for all hours worked over 150 hours per flexi period of 4 weeks' averages. TOIL as per ISHA policy will apply for all hours worked outside these hours.</i>
<b>Post exempted under the Rehabilitation of Offenders Act 1974</b>	As this post involves regular contact with vulnerable people, applicants for this post will be required to undergo an Enhanced Disclosure and Barring Service check before the appointment can be confirmed. This will include details of either spent and unspent

	convictions, as well as cautions, reprimands or final warnings. Having an 'unspent' conviction will not necessarily bar you from employment. Each situation will be judged on its own merit and will depend on the circumstances and background to your offence(s).
<b>MEETINGS ATTENDED</b>	Managers Meetings Resident meetings Staff and Team Meetings Performance review meetings Committee meetings as required

**NOTICE PERIOD**

Two Months

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### DETAIL OF TASKS - GAS TEAM MANAGER

Details of the tasks as at April 2015 are as follows:

*Note that these tasks do not form part of the job description nor of any contract of employment, and may be altered at the suggestion of yourself or your manager from time to time, after discussion, provided that the alterations do not fundamentally alter the job description.*

#### **1.1 Service, Testing, Repair and Installation of Gas Heating and Appliances**

- 1.1.1 To manage and deliver a cost effective programme of CP12 testing, servicing and repairs along with a comprehensive programme of boiler replacements and central heating installation on an annual basis.
- 1.1.2 To carry out quality checks on the work of the Gas engineers to ensure that all repairs are high quality
- 1.1.3 Ensure that the requirements of the Gas Safety (Installation and Use) Regulations 1996 and relevant Codes of Practice are met.
- 1.1.2 To ensure all issued notices and test certificates required by the above regulations are compliant.
- 1.1.3 To liaise with the Gas Administrator and others regarding appointments for access and scheduling of programme
- 1.1.4 Ensure compliance with all ISHA policies and procedures for carrying out CP12 checks

#### **1.2 Repairs and Installation Works**

- 1.2.1 To undertake a review of all heating and Gas appliance which are ISHA liability and ensure an annual rolling programme is put in place and completed by the Gas Team for boiler replacements and improvements as appropriate each year.
- 1.2.2 To undertake preventative and planned maintenance within an established programme and to evaluate the condition of items included within the programme supply written reports and updates records as appropriate.
- 1.2.4 To draw from stock or obtain from authorised suppliers, materials required to undertake works through the approved order system.

#### **1.3 Administration**

- 1.3.1 To set up and maintain effective and accountable systems of stock control and keep day to day control of central maintenance stores, including monitoring of materials and restocking within agreed levels.
- 1.3.2 To check delivery notes/ invoices for accuracy confirming receipt of materials
- 1.3.3 To maintain records and update computer databases (Universal Housing and NBA Stock database)

#### **1.4 General**

- 1.4.1 To attend training courses as necessary
- 1.4.2 To assist as directed with the moving and transporting of materials, plant, equipment or furniture.
- 1.4.3 To perform other tasks of a similar nature as required by line manager
- 1.4.4 To manage and lead small team ensuring service standards are met

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## PERSON SPECIFICATION

### GAS TEAM MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"><li>• 2 years' Supervisory or management experience in similar environment</li><li>• Minimum 5 years' experience as a registered gas engineer.</li><li>• Minimum 4 years' experience of carrying out repairs, service and installations to both domestic and industrial gas appliances</li><li>• 4 years' experience of having dealt with the public</li></ul>	Management of direct labour team  Electrical qualifications  Plumbing Qualifications
Skills	<ul style="list-style-type: none"><li>• A customer focused approach</li><li>• Good communications skills at all levels</li><li>• Ability to work on own initiative and under pressure</li><li>• Good computer skills</li></ul>	
Educational Level	Candidates must be Gas Safe registered and fully ACS accredited. CCN 1, CKR 1, HTR 1, DAH 1, CPA1	CMDDA1, CoCDN 1
Commitment to Equal Opportunities	An understanding of and a positive attitude towards equal opportunities	
Other requirement	A clean full UK driving licence	